CITY OF KENT POSITION DESCRIPTION

DI/0663

Position Inventory Number:_	PKU662
Classification Specification:	PARKS, RECREATION & COMMUNITY SERVICES DIRECTOR
Salary Range:	Executive Level 2 – Management Benefits Level A
Position Description:	Director of Parks, Recreation and Community Services
Incumbent:	•
	Department/Administration Division

GENERAL PURPOSE:

Under the direction of the Mayor and the Chief Administrative Officer, incumbent is responsible for planning, developing, implementing, administering and evaluating comprehensive parks, recreation, facilities, human service, and community service programs based on the City's present and future needs.

This executive level position develops short and long-range strategic plans and manages human, financial and material resources to ensure the effective and efficient implementation and maintenance of programs and services of the department. Responsibilities include, but are not limited to, directing recreation planning and programming in various areas including sports, cultural arts, leisure services, golf, outdoor, and aquatics, as well as programming for special groups including seniors, youth and the handicapped; general administration and development of departmental operations and activities, including the acquisition, design, construction, landscaping, maintenance and repair of parks, playgrounds, ball fields, golf course, and other related park areas and facilities; management of the City's facilities; oversight of the City's human and community service programs. Incumbent has complete charge of all the work and employees of the department. Work may be reviewed for fulfillment of organizational objectives, effect/advice and influence of the overall programs in area of responsibility, and the contribution to meeting the community's needs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Plan, organize and direct the personnel, programs, activities, operations, capital improvement and maintenance of the City's Parks, Recreation and Community Services Department. Manage the development and implementation of the department's strategic goals, operating goals and objectives, policies, procedures, and priorities; establish appropriate service and staffing levels; allocate resources accordingly to ensure the efficient and effective delivery of services.

Plan, organize and direct the development, operation and maintenance of the city's parks and recreation facilities including acquisition, design, construction, landscaping and

maintenance; capital improvement projects; nursery and street tree maintenance.

Plan, organize and direct the recreation, cultural and leisure programs and services including, but not limited to, sports, cultural arts, leisure services, golf, outdoor and indoor recreation, aquatics, and programming for seniors, youths and persons with disabilities.

Plan and direct golf course operations including the development of capital improvement programs, strategic financial budgets, course maintenance programs and oversee the golf restaurant management company.

Plan and direct the management of all city facilities including the acquisition and management of real property, the development and management of facilities capital improvement programs, the development and administration of property leases, transactions and inventories, and directing the use of human, financial and other resources to ensure city facilities are maintained efficiently.

Plan and direct the housing and human services functions and programs of the city; evaluate critical human services needs of the community; direct the development and maintenance of programs to meet those needs.

Negotiate contracts and rental agreements with various facility users, contractors and service providers as required; negotiate and enforce contracts with food concessionaire and related contracted employees; work closely with professional businesses providing services for the Parks & Recreation Department to ensure that contractual obligations are met by all parties. Oversee/participate in the preparation of construction bids and plans; oversee construction management. Negotiate contracts and agreements for professional services and property acquisition/transactions; oversee the administration of agreements.

Meet with various community groups, organizations, service clubs, etc. to determine community needs; analyze community needs and demographics and develop appropriate facilities and services.

Establish departmental goals, objectives and priorities, set goals and performance criteria for all divisions and program areas; monitor and measure attainment of objectives and goals and implement corrective actions when necessary.

Provide creative leadership and vision for the Parks, Recreation and Community Services Department, stay abreast of new trends, best practices and innovations, analyze situations accurately and adopt effective courses of action to further the department's attainment of established departmental and City goals and objectives.

Direct the establishment and maintenance of effective departmental policies and procedures consistent with city policies relating to personnel, contracting, budgeting, accounting, and other administrative matters. Develop and revise ordinances and other materials relating to parks, recreation and community services.

Select, hire, develop and evaluate a competent, well trained, properly structured and

motivated staff capable of achieving departmental goals and commitments. Establish and communicate performance standards and provide staff with timely feedback, coaching and technical information to ensure a knowledgeable and skilled staff. Implement corrective actions and terminations as necessary.

Oversee the preparation and administration of departmental budgets; present annual budget estimates and work programs; monitor and approve expenditures; approve consultant and contractor payments in accordance with contract guidelines; review financial and performance data; present departmental, division and program expenditure requests; seek and secure financial resources.

Present proposed programs and projects to various parks boards, committees and commissions, community groups and public meetings; make presentations to the City Council as necessary; represent the city on committees and boards relating to local and/or regional issues. Work in cooperative effort with city, state and federal agencies regarding various policies that affect the Parks & Recreation Department and the city overall.

Provide technical expertise and respond to and answer questions; respond to and resolve difficult and sensitive conflicts and complaints.

Direct the maintenance of departmental records, files and documentation; oversee and participate in the preparation of reports including program and/or project status, revenue, license/permit activity, budget/funding status, etc.

Review and approve various studies, reports, grant applications and recommendations. Analyze current community, state and/or federal issues and provide leadership direction and develop coordinated solutions.

Communicate with other directors, managers, city officials and others regarding policy issues and matters of mutual concern.

Perform other duties as the City Council, Mayor or Chief Administrative Officer may direct or as may be required by the laws of the state.

Become familiar with, follow and actively support the City's vision, mission, values and adopted behaviors.

PERIPHERAL DUTIES:

May serve as the Acting Chief Administrative Officer in the Officer's absence as assigned.

Perform related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

• Principles, practices, materials and equipment of parks and facilities management

- Philosophy, principles, practices and methods involved in the planning and administration
 of a comprehensive municipal parks and recreation program, the maintenance and
 renovation of parks, recreation and city facilities, and human and community services
 program
- Municipal government policies, operations, procedures, structure, and objectives;
 applicable local, state and federal laws, codes, regulations and ordinances
- Practices, techniques, and laws required to develop, implement, administer, evaluate and maintain parks, recreation, facilities and community services programs
- Organization, operation, policies and procedures of all Parks, Recreation and Community Services functions.
- Basic principles, procedures, practices, techniques and applicable laws involved in property negotiations and acquisition
- Current literature, trends, and developments in the field of parks, recreation, facilities management, and community services.
- Effective and result-oriented management principles and practices
- Principles and practices of governmental budgeting, accounting and purchasing procedures and practices including preparation, management, monitoring, transfers and reporting
- Principles and practices of administration, supervision and training.
- Modern office practices, procedures, equipment and software applications.
- Grant application development and completion, funding sources and related legislation.
- Acquisition process as applied to parks and municipal lands and facilities.

SKILLED IN:

- Effective organization and expression of ideas through use of oral and written communications
- Effective use of interpersonal skills in a tactful, patient and courteous manner
- Planning, developing, implementing, maintaining, evaluating, and modifying comprehensive and integrated parks, recreation, facilities management and human services programs
- Gathering, correlating, and analyzing facts and devising solutions to municipal programs management problems
- Motivating and managing staff including hiring, training, directing, evaluating, awarding and disciplining employees
- Building effective teams including strategic planning, personnel management, problem analysis and decision making, adaptability/flexibility, stress tolerance and time management.
- Effective negotiations, consensus building and creating partnerships.

ABILITY TO:

- Plan, organize and direct short and long-range strategic plans
- Plan, organize and direct the development, operation and maintenance of the programs, services and activities of the Parks, Recreation and Community Services Department
- Effectively direct and evaluate the work of others
- Demonstrate a positive and progressive customer service philosophy and attitude
- Work effectively under pressure, meet deadlines and adjust to changing priorities.
- Establish and maintain effective working relationships with elected officials, social, service and civic organizations, the public, employees, supervisors, department heads,

- Chief Administrative Officer, and volunteers.
- Develop and manage the department budget; analyze and review budgetary information to determine the impact on departmental programs and assigned projects
- Plan, develop and administer long and short-range strategic plans, Comprehensive Park Plan, Capital Improvement Plan, and related work plans, goals and objectives
- Exercise a high degree of independent judgment and conceptualize, influence and develop objectives, goals and guidelines for the department
- Initiate creative improvements, manage change and stimulate collaborative problem solving
- Compose, proofread and edit correspondence, reports, contracts, grievance responses, policies, procedures, presentation and articles, etc.
- Review statistical data and identify future trends; review and evaluate complex data, evaluate implications and make appropriate recommendations
- Read, interpret, apply and explain codes, rules, regulations, policies and procedures.
- Respond to common inquiries or complaints from personnel, regulatory agencies or the public
- Speak effectively and present/communicate complex ideas and information in an clear and concise manner to elected officials, top management, employee groups, and/or public groups/boards/commissions
- Add, subtract, multiply, divide; compute fractions, ratios, percentages, proportions; draw and interpret graphs and charts; and apply these concepts to practical situations
- Proficiently use personal computers and other office equipment

MINIMUM EDUCATION AND EXPERIENCE REQUIRED:

Education: Bachelor degree in Parks and Recreation Management, Public Administration,

Business Administration degree; and

Experience: Seven (7) years increasingly responsible related experience in parks and

recreation, facilities, human services management, including five (5) years

experience in a management position.

Or: In lieu of the above minimum requirements, the incumbent may have any

combination of relevant education and experience which would demonstrate the individual's knowledge, skill and ability to perform the essential duties listed

above.

LICENSES AND OTHER REQUIREMENTS:

- Master's degree in a related field is highly desirable
- Valid Washington State driver's license
- Bilingual abilities desired, but not required

MACHINES, TOOLS AND EQUIPMENT USED:

Typical business office machinery and equipment including but not limited to personal computer and related software, telephone, fax and copy machine, calculator, projector and typewriter.

Position Description: Director of Parks, Recreation and Community Services

Page 6 of 6

May also be required to operate a city vehicle to travel to different work sites.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk and hear. The employee frequently is required to walk and use hands to finger, handle, or feel. The employee is occasionally required to stand and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close, distance, color and peripheral vision; depth perception; and the ability to adjust focus.

WORKING CONDITIONS:

SIGNATURES:

Work is performed in an office environment subject to frequent interruptions by the public, employees, telephone calls and inter-office activities; may be exposed to individuals who are irate; may be subject to long hours due to the attendance at City Council and Committee meetings and other responsibilities required at this executive level. The noise level in the work environment is usually moderate.

SIGNATURES			
Incumbent's Signature	Date	Chief Administrative Officer	Date
Approval:			
Mayor	Date	Employee Services Director	Date

** Note: This document will be reviewed and updated annually at the time of the employee's performance appraisal; when this position becomes vacant; or, if the duties of this position are changed significantly.

Revised 10/3/06, 2/19/07 AH